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ON THE STANDARDIZATION OF
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TOPONYMIC EDUCATION AND PRACTICE: TRAINING COURSE IN TOPONYMY

The Pan American Institute of Geography & History (PAIGH) Geographical Names Course on Applied Toponymy

Paper submitted by the United States of America**

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* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-37945

Pan American Institute of Geography & History (PAIGH)
Geographical Names Course
(Applied Toponomy)

Roger L. Payne (USA)

Applied toponomy is the use of geographical names as a direct or supplementary means of analysis and problem solving relating to events requiring analysis and solution. The course (see appendix A) provides an introduction to applied toponomy that should establish a sound basis for each student to further his or her knowledge of the subject and that should enable students to make valuable contributions to their national programs of names standardization. The two weeks devoted to this effort can only give an introduction to each of the major requirements for implementing a program. The possibility of offering an advanced course on specific aspects of implementing procedures is being examined.

The first week of the course is predominantly lecture on various aspects of applied toponomy, concentrating on the requirements for establishing a program of national standardization. The student is introduced to appropriate terminology and provided with a short history of the development of applied toponomy. An analysis of the merits of national standardization is given, along with precise guidelines for establishing a national committee and developing principles, policies, and procedures. Also, staff requirements and office procedures are thoroughly examined. Finally, in an exercise students portray a names staff that interacts with a national names authority in applying principles and policies of standardization.

A comprehensive field exercise offers students the opportunity to gather, process, and analyze data in accordance with established toponymic field procedures. The students gain experience in solving problems associated with raw data gathering (interviews), such as local variations in naming and cultural toponymic bias. They use special topographic maps without names created especially for the exercise. Upon returning from the field, the students receive extensive instruction in data analysis and preparation, especially regarding automated processing.

The second week is devoted to a workshop in automated data processing in which the students design databases and files, and retrieves and analyzes toponymic data in a microprocessing environment. Every aspect of design is addressed to enable efficient data retrieval and analysis. Additionally, the design and production of gazetteers and other special reports are explained in detail. The student attains an understanding of automated processing as a basic tool of applied toponomy.

Since the Sixth Conference in 1992, there have been five courses offered in Rio de Janeiro, Brazil (1992); Tegucigalpa, Honduras (1993); Lima, Peru (1995); Asuncion, Paraguay (1996); and La Paz, Bolivia (1997). Each class includes approximately 20-25 students, most of whom are from the host country, but some are from other member States of PAIGH. During the past five years, the course has been evaluated and re-designed to meet the needs of the member nations of PAIGH regarding programs of geographical names standardization. Evidence indicates that the course has been highly successful and has made a contribution to enhancing local procedures as well as encouraging the implementation of United Nations resolutions regarding geographical names.

APPENDIX A

A Syllabus for the PAIGH Geographical Names Course on Applied Toponomy

Duration - Two weeks

Instructional materials are provided and include manuals and articles as well as a special topographic map for the field exercise.

I. Introduction

- A. Terminology
- B. History of Applied Toponomy
- C. Survey of National Programs Throughout the World
- D. Local guest lectures (also throughout the course as appropriate)

II. National Standardization

- A. A National Board or Committee
  1. Authority
  2. Membership
  3. Staff
- B. Basis for Establishing Principles of Standardization
  1. International Agreements
  2. National, Regional, and Local Specific Requirements
- C. Policies
  1. Rules for Uniform Decisions
  2. Standardization Implementation
- D. Procedures, Methodology, and Guidelines
  1. Requirements
  2. Implementation
  3. Training
- E. Exercise (performed at the end of the course)
  1. Mock Meeting of a National Board
  2. Staff Presentation to the Board
  3. Reversal of Roles (Board and Staff)
  4. Draft Resolution for Establishing National Names Authority

III. Field Exercise

- A. Techniques of Toponymic Field Work

B. Preliminary Examination of Area
   1. Physiography
   2. Urban or Rural
   3. Other Cultural Aspects
   4. Examination of Special Topographic Map of the Area Without Names
   5. Preparation of Interview Questions

C. Trip to the Field
   1. Interviews
   2. Field Notes
   3. Map Annotation

D. Office Analysis and Processing

IV. Automated Processing

A. Introduction
   1. Terminology
   2. Overview of Hardware
   3. Overview of Software
   4. Database Management Systems

B. Office Processing
   1. Data Verification
   2. Loading the Data

C. Data Retrieval Requirements and Techniques
   1. Three Principle Operations
   2. Standard or Routine Retrieval
   3. Specialized retrieval
   4. Formatting Reports
   5. Products

D. Maintenance Procedures
   1. Field Techniques
   2. Other Written Sources
   3. Office Processing (backups)
   4. Updating the Database
   5. User Tracking
   6. Security

E. Workshop
   1. Pre-programmed Environment
   2. Database Design
   3. Retrieval Techniques
   4. Formatting Reports
   5. Questions and Problems

V. Summary

A. Questions
B. Examination of Draft Resolution
C. Course Analysis and Evaluation
D. Closing Ceremonies

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ON THE STANDARDIZATION OF
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Item 5 (b) of the provisional agenda*

NATIONAL STANDARDIZATION: OFFICE TREATMENT OF NAMES

Principles, Policies & Procedures: Domestic Geographic Names

Paper submitted by the United States of America**

* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-37946

Principles, Policies & Procedures: Domestic Geographic Names

Roger L. Payne (USA)

The systematic standardization of geographical names requires the formulation of principles, policies, and procedures so that the standardization process can be implemented. The U.S. Board on Geographic Names (BGN) published statements of policy as early as 1891, one year after its creation. Since that time, these policies have evolved as needed, and now include somewhat different policies for the Board's domestic and foreign names programs. The principles, policies, and procedures relating to the domestic program were first published in 1987 followed in 1989 by a second edition. The third edition was published in August 1997 with numerous revisions, and three major changes. These major changes are the addition of a policy for the treatment of Native American (American Indian) geographic names; an increase from one to five years after a person's death before a commemorative name proposal can be considered; and acceptance of all diacritical and special marks existing in the Roman alphabet for use with geographical names in the United States.

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NATIONAL STANDARDIZATION: OFFICE TREATMENT OF NAMES

Geographical Names Data Compilation Program of the United States of America (Domestic)

Paper submitted by the United States of America**

* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-37947

Geographical Names Data Compilation Program of the United States of America (Domestic)

Roger L. Payne (USA)

The attached map conveys the status of the domestic geographical names data compilation program in the United States. The Geographic Names Information System (GNIS) is being compiled in two distinct phases. The first phase is complete for States and areas under United States jurisdiction, and entailed the collection of most feature names printed on the 1:24,000-scale topographic maps published by the U.S. Geological Survey and the U.S. Forest Service as well as the charts of the National Ocean Service. The second phase is a long-term project to gather additional names information from official State and local materials, as well as a wide variety of historical documents. This project is being accomplished on a State-by-State basis.

Traditionally, when a state file had completed all phases of data compilation, that State's volume of the National Gazetteer of the United States (conventional version) would be scheduled for publication. That aspect of this program has been temporarily suspended pending review and evaluation since these data are readily available on compact disk and at the domestic geographic names website on the internet (please refer to the Digital Gazetteer and Internet papers).

The methodology and procedures were developed so that geographical names data would be collected systematically without violating Federal naming policies (U.S. Geological Survey Circular 1011, Orth & Payne, 1987). Specifically, source materials are approved by the project manager and then examined in a pre-defined order. Procedures for recording data, and resolving conflicting information are clearly defined and provided to each data compilation contractor. Software for recording information was designed so that a wide variety of potential errors are avoided including the determination of feature type; recording geographical coordinates and map references; elevation data; and recording administrative divisions associated with features.

The GNIS staff receives a large volume of data in electronic format on a monthly basis, and uses a suite of software to further analyze and verify the information. Finally, a small percentage of information is actually verified against the source document to assure that established procedures are being followed. Once all aspects of quality assurance are complete, the information is submitted to the database and is immediately available for use by Federal agencies, and to the user community through the Internet.

The dynamic nature of a program of applied toponomy requires a strong maintenance program to assure quality and integrity, as well as the most current information. A network has been established of Federal agencies to assure that the database is maintained accordingly. These agencies use software designed specifically for this purpose, and the GNIS staff apply the same procedures of quality assurance as those used in the data compilation program.

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MEASURES TAKEN AND PROPOSED TO IMPLEMENT UNITED NATIONS RESOLUTIONS ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES

State Names Authorities of the United States of America

Paper submitted by the United States of America**

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* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-37948

State Names Authorities of the United States of America

Roger L. Payne (USA)

The mission of the U.S. Board on Geographic Names as prescribed by law is to standardize geographical nomenclature and orthography throughout the Federal government. Of paramount importance to the Federal government in the standardization process is local use and acceptance. Therefore, in order to achieve a desired level of local recommendation for geographical names in the United States, the Federal government encourages the formation of committees to make recommendations on behalf of the local and State governments.

Problems and requirements vary from State to State, and therefore, the composition and structure as well as the policies and procedures of each State names authority varies. The attached list of States, territories, and outlying areas presents the type of State names authority and its primary membership or composition. Where more than one category is indicated, joint sponsorship is recognized. In the eight States where there is presently no formal authority, the Federal Board's staff deals directly with the local jurisdiction or when official local recommendations are divided, the State's governor's office is asked to make a recommendation.

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NATIONAL STANDARDIZATION: OFFICE TREATMENT OF NAMES

Commemorative Naming in the United States

Paper submitted by the United States of America**

* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-38196 S

Commemorative Naming in the United States

Roger L. Payne (USA)

Since its creation in 1890, the U.S. Board on Geographic Names has developed and implemented various principles, policies, and procedures for evaluating controversial geographical names problems and approval for the application of names to unnamed features. One of the most common name proposals made is to honor deserving individuals, however, the permanence and ubiquitous use of a standard name requires careful scrutiny of these proposals. The Board continually analyzes and re-evaluates policies with regard to relevance, and recently the Board has approved an enhanced Commemorative Naming Policy for use with domestic names defining procedures and regulations for this special kind of geographical name. Attached is the Board's policy regarding commemorative geographical names in the United States.

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TOPONYMIC DATA FILES: NATIONAL GAZETTEERS

Digital Gazetteer of the United States of America

Paper submitted by the United States of America**

* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-38197

Digital Gazetteer of the United States of America

Roger L. Payne (USA)

The Digital Gazetteer of the United States of America has been available since September 1993. The second version was issued in February 1995 and the third version in July 1996. Each successive version included more than 200,000 additional entries resulting from the activities of the National Geographic Names Data Compilation Program (please refer to paper of that title). The fourth version is scheduled for early 1998, and will include a separate section containing the Antarctic geographical names file.

The attached product announcement describes the particulars of the compact disk which includes software for searching, arranging, displaying and exporting information as well as a digital version of the accompanying user's manual.

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TOPONYMIC DATA FILES: OTHER PUBLICATIONS

The U.S. Board on Geographic Names Publications Catalog

Paper submitted by the United States of America**

* E/CONF.91/1

** Prepared by Roger L. Payne, United States Geological Survey

97-38198

The U.S. Board on Geographic Names Publications Catalog

Roger L. Payne (USA)

The Publication Catalog of the United States Board on Geographic Names (BGN) highlights the various publications produced by the BGN and consolidates into one catalog numerous announcements and lists. The research of both the domestic and foreign names staffs are reflected in these gazetteers and other publications, both conventional and digital. Each publication is listed and briefly described individually or by series. Some items are without cost while others require payment, and may be requested using the order forms for domestic and foreign products that are separate but inserted into the catalog. The catalog is free of charge to anyone. Copies may be ordered from the Executive Secretary, United States Board on Geographic Names at the U.S. Geological Survey, 523 National Center, Reston, VA 20192-0523. The products (both domestic and foreign) may also be ordered from the Internet website for the Geographic Names Information System (GNIS).

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NATIONAL STANDARDIZATION: TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS

Toponymic Guidelines for Map and other Editors- Estonia (2nd edition, October 1977

Submitted by Estonia**

* E/CONF.91/1

** Prepared by Peeter Päll, Head of Department, Institute of Estonian Language

97-38199

Summary

The second edition of the guidelines lists languages used in Estonia, describing Estonian as the national language. The alphabet of Estonian, spelling rules and pronunciation of Estonian geographical names are presented. Brief characterization of linguistic strata (Swedish, German, Russian, Latvian) and Estonian dialects is given with a closer look at features of the Võru dialect, place names of which occur on recent maps.

Swedish and Russian toponyms may be used on territories historically settled by these minorities. A short description of the names is given.

Administrative structure of the names authorities and a short summary of the Law on Place Names is given in part 2. Part 3 lists main sources for cartographic information and gazetteers.

In the guidelines a glossary of appellatives, adjectives and other words necessary for the understanding of maps; and abbreviations used in maps are given.

Finally, the annex contains the names of counties and smaller administrative units (parishes and towns).

TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS - ESTONIA

(Second Edition, October 1997)

1 LANGUAGES

1.1 General remarks

The official language of the Republic of Estonia (in Estonian: *Eesti Vabariik*, short form: *Eesti*) is Estonian. The language is spoken in Estonia by about 963,000 people or 61.5% of the population (census 1989). In 1945 the percentage of Estonians was 97.3. Historical territorial minorities are Swedes and Russians (see 1.3). A vast proportion of non-Estonians have immigrated into Estonia since 1940; they have mainly settled in the big industrial towns of the North-East and the capital Tallinn. According to the last census in 1989 there were 475,000 (30.3%) Russians, 48,000 (3.1%) Ukrainians, 28,000 (1.8%) Belorussians, 17,000 (1.1%) Finns.

Although the national language is Estonian, other languages may be used locally. The Constitution provides that in the municipalities where the majority of the population are non-Estonians, official documentation may also be in the language of the majority.

Despite the size of the immigrant population, place names in actual usage have been only monolingual (in Estonian, with few exceptions) since the 1920s.

1.2 National language - Estonian

Estonian is a Finno-Ugrian language using the Roman alphabet.

1.2.1 The alphabet

Aa	Hh	Oo	Žž*	Öö
Bb	Ii	Pp	Tt	Üü
(Cc)	Jj	(Qq)	Uu	(Xx)
Dd	Kk	Rr	Vv	(Yy)
Ee	Ll	Ss	(Ww)	
Ff*	Mm	Šš*	Õõ	
Gg	Nn	Zz*	Ää	

The letters shown in parentheses appear only in names of foreign origin. *w* was used in older orthography instead of *v* and it still appears in some family names. In alphabetic ordering *w* is regarded as variant of *v* and names with these letters are grouped together. The letters indicated by an asterisk (*) represent sounds that appear in loanwords only.

The vowels *õ, ä, ö* and *ü* represent independent sounds and should be distinguished from the vowels *o, a* and *u*. Due to technical inadequacy the letter *õ* ('*o* with tilde') may in some typewritten or printed texts appear as *ô, ó, ò* or even *ö*, but in correct usage this must be avoided.

In recent maps on South-East Estonia (Võrumaa), the acute accent (´) is used after some consonants to denote their palatalization, e.g. *Kol´o, Mar´amäe*. Though this is not considered to be part of normal

orthography, this sign has been accepted as essential in writing dialectal names.

1.2.2 Spelling rules for the Estonian geographical names

1.2.2.1 Capitalization

Place names always begin with a capital letter. If the generic term is written as a separate word, it begins with a small letter: *Tallinna laht, Pärnu jõgi, Kihnu saar*. If the name consists of more than one word, all words except for the pure generic term are written with a capital initial: *Taani Kuninga aed, Suur Tütarsaar*.

1.2.2.2 Use of hyphen

The hyphen is used:

(a) if the name is preceded by a qualifying word, like *Suur(e)*- 'Great', *Vana*- 'Old', *Põhja*- 'Northern', *Ala*- 'Lower', etc., incl. the name of a wider locality used to qualify a too frequent name: *Vana-Võidu, Vastse-Roosa, Põhja-Tartumaa, Suur-Patarei, Hiiu-Suurtüki, Iru-Lepiku*.

Exceptionally, the hyphen is not used, if the qualifying word is an adjective that can be declined: *Suur Munamägi* (Adessive: *Suurel Munamäel*), *Väike Tütarsaar* (Adessive: *Väiksel Tütarsaarel*). Usually the second part of those names is a compound word containing a generic term (here: *-saar, -mägi*).

(b) if the name is a copulative compound name (like *Austria-Hungary, Baden-Württemberg*, etc.): *Kohtla-Järve, Karksi-Nuia, Abja-Paluoja*;

1.2.2.3 Use of one or two words

Characteristic of Estonian place names is the presence of elliptical names. Most of the names of populated places and many other place names are elliptical, i.e. they usually appear without a generic term. The generic term is used if confusion may arise, e.g. in official sources. In genuine Estonian elliptical names the nominative form coincides with the genitive form and the names end with a vowel (*-a, -e, -i, -o, -u*, exceptional vowels see 1.2.5).

A. As a rule, the specific part of the name and the generic term are written as one word: *Emajõgi, Munamägi, Põhjalaht, Lasnamägi, Loodeots, Pelgurand, Mõisaküla, Rannavärav, Suveaed, Rohukabjasoo, Tähigenotsumägi, Loodekarjamaa* (generic part underlined). Exceptions to the rule are listed below (rules B—E).

B. With all the potentially elliptical names, when the generic term is used, it is written as a separate word: *Peipsi järv* (=*Peipsi*), *Tartu linn* (=*Tartu*), *Aakre küla* (=*Aakre*), *Räpina alev* (=*Räpina*), *Surju mõis* (=*Surju*), *Kihnu saar* (=*Kihnu*).

C. In names of streets, squares and other address units the generic term is written as separate word: *Harju tänav, Vabaduse väljak, Estonia puiestee, Lossi plats, Suitsu põik, Järve tee*.

D. If the specific part is a declinable adjective, it is written separately: *Suur väin* (Inessive: *Suures väinas*),

Väike Emajõgi (Adessive: *Väikesel Emajõel*), *Vaikne järv* (Adessive: *Vaiksel järvel*). In Estonian place names, however, adjectives often combine with the appellatives as compact names: *Valgjärv, Suurjärv, Vanaküla, Uuemõisa, Kõverlaid.*

E. The generic term is also written separately, if the place name is a clear secondary name, i.e. arises from another geographical name: *Pärnu jõgi* (< town name *Pärnu*), *Endla järv* (< village name *Endla*), *Kihnu väin* (< island of *Kihnu*).

1.2.3 Pronunciation of Estonian geographical names

The main stress in Estonian place names is invariably on the first syllable. A weaker secondary stress may occur on the second, third or fourth syllable of a word, unless it is a short final syllable.

The pronunciation of Estonian is regular. The following notes are, however, important for the pronunciation of Estonian names.

A. *n* before *g* and *k* is pronounced [ŋ]: *Angerja* ['ɑŋ.ɡer.jɑ], *Kunksilla* ['kuŋk.ˌsil.lɑ].

B. *b, d, g, s* are pronounced voiceless or, between vowels, as half-voiced, weakened tenues. In genuine Estonian names *b, d, g* are not used in an initial position.

C. With sounds *l, n, s, t* weak palatalization may occur which is not reflected in the orthography: *Kantküla* ['kɑnʲt.ˌky.lɑ]. Palatalization is almost regular in consonant clusters preceding *i* or *j*: *Väljaküla* ['vælʲ.jɑ.ˌky.lɑ], *Kõltsi* ['kɤlʲt.si]. In clusters only the first consonant can be palatalized.

D. Vowel and consonant lengths are significant. Long consonants and vowels are represented by double letters: *Saaremaa* ['sɑ:.re.ˌmɑ:], *Pööraküla* ['pø:.rɑ.ˌky.lɑ], *Kõnnu* ['kɤn.nu], *Tallinn* ['tɑlʲ.ˌlin:].

E. Long stressed syllables in Estonian can have either light or heavy accent which in most cases is not reflected in the orthography. In the case of simple sound sequences the light accent corresponds to long and the heavy accent to overlong vowels or consonants, e.g. *Kääniku* [kæ:.niˇk.ku] - light accent or long [æ:], *Vääna* [væˑ.nɑ] - heavy accent or overlong [æˑ]. No regular rules can be given to identify correct accent from spelling, but usually names will be understood even if pronounced with an incorrect accent.

F. Vowel letter sequences denote diphthongs and the vowels in diphthongs are pronounced the same way as they would be pronounced separately. There are 26 diphthongs in Estonian: *ae, ai, ao, au, ea, ei, eo, iu, oa, oe, oi, ou, ui, õa, õe, õi, õo, õu, äe, äi, äo, äu, öa, öe, öi, üi.*

G. As a rule, the vowels *õ, ä, ö, ü* and *o* (except in the southern dialects), long vowels and diphthongs appear only in the first syllable of a non-compound word. If they appear in other syllables, they signify that the word is compound.

The following table gives an idea about the relationship between letters and sounds in Estonian. The letters in parentheses are used only in loanwords.

Spelling	Pronunciation IPA alphabet	Spelling	Pronunciation IPA alphabet	Spelling	Pronunciation IPA alphabet
a	ɑ	l	l, lʲ	t	t, tt, tʲ, tʲt
aa	ɑ:	m	m	u	u
b	p, b̥	n	n, nʲ	uu	u:
d	t, d̥, d̥ʲ	ng	ŋg̊	v	ʋ
e	e	nk	ŋk, ŋkk	õ	ɤ
ee	e:	o	o	õõ	ɤ:
(f)	f	oo	o:	ä	æ
g	k, g̊	p	p, pp	ää	æ:
h	h	r	r	ö	ø
i	i	s	s, sʲ, z̥, z̥ʲ	öö	ø:
ii	i:	(š)	ʃ	ü	y
j	j	(z)	s, z̥	üü	y:, yi
k	k, kk	(ž)	ʃ, ʒ̊		

1.2.4 Linguistic strata recognizable in Estonian place names

A. Swedish substratum is found, apart from the main Swedish-populated territories, in the coastal area of North Estonia, in the western county of Läänemaa, the islands of Hiiumaa and Saaremaa.

B. For centuries German was the language of the upper class and many places had, besides Estonian names, distinct German variants, no longer used in the post-World War II period. The names of German origin in Estonian usage (e.g. *Heimtali, Vardi, Voorbahi*) usually proceed from the names of country estates, landlords' family names etc. and they appear throughout Estonia. Those names are often significantly adapted, e.g. *Stackelberg – Taagepera*.

C. In the areas bordering with Russia and Latvia substrata of Russian or Latvian origin are encountered respectively.

1.2.5 Estonian dialects

The Estonian dialects are usually divided into 3 groups: the northern dialects, the southern dialects and the north-east coastal dialect. They differ in phonology, morphology and lexis, esp. the southern dialects from the others. The literary language is based mainly on the central dialect of the northern group.

Local dialects are reflected to a certain extent in normalized place names. Dialectal features are preserved

mainly in names containing local dialect words. Names of minor places tend to reflect more local colour than those with an established literary tradition. In writing place names the guiding principle has been that names are spelled as far as possible according to their actual local pronunciation.

Since 1995 an even more favourable attitude towards dialectal features in place names has been adopted. On the Basic Map series of 1 : 20,000 the names of Võrumaa have been written close to their local usage. The main differences from Standard Estonian are the following:

A. Vowel harmony is being preserved; in non-compound names only front vowels (*ä, e, ö, ü*) or back vowels (*a, õ, o, u*) may occur, e.g. *Härmä* {Härma}[1], *Sepä* {Sepa}, *Söödä* {Sööda}, *Mürgü* {Mürgi}, *Tammõ* {Tamme}, *Holsta, Põrstõ* {Põrste}, *Tsutsu*; *i* is neutral, occurring in both environments (*Silla, Niidü* {Niidu}). Vowel harmony is not complete, however; *o* occurs in words with front vowels instead of *ö* (*Käätso, Peedo*), also, syllables *he, gu, ku* may appear in words with front vowels.

B. Raised heavy-accent long vowels *ee, oo, öö* are written *ii, uu, üü*: *Tiidlä* {Teedla}, *Suuveere* {Sooveere}, *Tüütsmanni* {Töötsmanni}.

C. Affricate *ds* is used instead of *ts* in certain syllables: *Madsa, Nedsäjä*.

D. Palatalization is marked with an acute accent: *Mar´a* {Marja}, *Kar´a* {Karja}, *Ton´a* {Tonja}, *Hul´aku* {Hulaku}, *Kol´o* {Kolo}.

E. Local generic terms are used, if the specific part and generic term are written as one word: *Kirbumõts* (cf. *Väherü mets*), *Põdrasuu* (cf. *Ragandi soo*).

Not all local features are preserved, however, e.g. the raised back vowel [ɨ] is written as *õ* (*Nõnova, Võõlastõ*); also, laryngeal stop [ʔ] (*q* in Võru local orthography) at the end of names (rarely occurring in older recordings) is neither reflected (*Hindsa, Määsi*).

1.3 Place names in minority languages

The new Law on Place Names (see section 2) states (Articles 14 and 16) that place names of Estonia's historical minorities shall be entitled to official approval and use on maps, road signs, etc. In certain cases two parallel names are allowed, one in the language of the local majority, the other in the language of the local minority. Linguistic situation prior to September 1939 will be taken into account when deciding the priority of local languages.

1.3.1 Swedish

Swedish, a Germanic language that belongs to the Indo-European family, used to be spoken before World War II by some 8000 people on the north-west coast of Estonia (the islands of Vormsi, Osmussaar, Pakri, Naissaar and Ruhnu, Noarootsi Peninsula). Most of the Swedes were forced to emigrate to Sweden in 1944, at present there are only a few hundred persons able to speak Swedish. These areas have now been

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[1] in curly brackets, variants are given that would have appeared in standard orthography before the new approach.

resettled mainly by Estonians. The place names in Vormsi (Swedish: *Ormsö*), Ruhnu (*Runö*), Osmussaar (*Odensholm*), Pakri (*Rågö*) and Riguldi (*Rickul*) are mostly Swedish while in Noarootsi (*Nuckö*), Risti (*Kors*) and Naissaar (*Nargö*) the toponymy is mixed. The standardization of the local names has posed problems because of the archaic nature of the Swedish dialects spoken in Estonia. After consultations with Swedish and Finnish-Swedish name experts initial approach has been to keep to the traditional (standard) spellings for names of populated places (e.g. in Vormsi *Norrby, Borrby, Rälby, Saxby*) while those of natural features would be represented in a more dialectal way: *Austurgrunne* {Östergrundet}[2], *Västurvike* {Västerviken}, *Håubjärre* {Högberget}, *Äustrnäse* {Östernäset}.

1.3.2 Russian

Russian, a Slavonic language, is spoken as a minority language by the descendants of Old Orthodox believers on the north and west coast of Lake Peipsi, also by New Orthodox Russians in some border areas with Russia. Villages inhabited mainly by Russians include Permisküla (in Russian, according to the 1987 UN romanization system: *Verhnee Selo*), Vasknarva (*Syrenec*), Alajõe (*Olešnicy*), Kolkja (*Kol'ki*), Varnja (*Voron'ja*), Piiri (on Piirissaar, *Meža*), Beresje (*Berez'e*), Kuksina (*Kuvšinovo*). Russian uses the Cyrillic alphabet. The Russian place names are written in Estonian texts according to a transcription table using the letters from the Estonian alphabet proper, e.g. *Smolnitsa* (in 1987 UN system: *Smol'nica*).

Since 1940, especially in the 1960s and 1970s, large numbers of people have immigrated into Estonia from parts of the Soviet Union. Their *lingua franca* usually is Russian and they make up the vast majority of the present-day non-Estonian population. They have mainly settled in the big industrial cities of the North-East (Narva, Sillamäe, Kohtla-Järve, Jõhvi), the capital Tallinn and the town and peninsula of Paldiski. The toponymy has not been much influenced by the population.

2 NAMES AUTHORITIES AND NAMES STANDARDIZATION

Basic principles in the standardization of Estonia's geographical names are laid down in the **Law on Place Names**, adopted on 11 December 1996. Based on some of the earlier legal acts (Language Law of 1995, Law on the Administrative Division of Estonia's Territory, 1995) this law incorporates all the main rules of names standardization. Short summary of the law is as follows.

Article 5 determines the competence in approving place names. The Government is responsible for names of administrative units, also for names of populated places. The names of parish and town districts, land register units and minor places are approved by the local government councils or their organs. Various ministers also have responsibility over features falling under their jurisdiction.

The Place Names Board is formed (Art. 6) to advise the Government and other names authorities in name matters.

Various requirements are to be followed in approving geographical names: publicity of naming procedures (Art. 11), giving reasons for changing names (Art. 10), etc. The place names of Estonia are in the Estonian language but exceptions may be allowed that are historically and culturally motivated (Art. 14, see also

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[2] - in curly brackets variants are shown as they would appear in Standard Swedish

1.3). The spelling of Estonian place names will comply with the rules for the Estonian orthography but may reflect the local (dialectal) sound structure (Art. 15). The spelling of one and the same specific part of a name will be harmonized. In certain cases parallel official names are allowed, either with Estonian and non-Estonian name variants or double Estonian names (Art. 16). Names with long-standing local usage and wide distribution as well as those with more historical and cultural value shall be preferred in approving new official names (Art. 17).

Official place names will be stored in the National Place Names Register, due to be formed at the national cartographic database (Art. 19).

Articles of the Law also deal with the use of place names in addresses (Art. 20), the use in texts, signs, etc. (Art. 21), the use of non-official place names (Art. 22), revision of place names (Art. 24), etc.

The **Place Names Board of Estonia** (*kohanimenõukogu*, address: Pikk 57, EE-0001 Tallinn; http://www.eki.ee/knn/), formed on 17 June 1997 and succeeding the former Governmental Place Names Committee, is the main advisory body and coordinator of the place names standardization activities in Estonia. The Board is responsible to the Minister of the Interior who is also the Board's Chairman. The Board consists of representatives of various ministries as well as name experts from scientific institutions, publishing companies, etc. The Board's statements are required before various name decisions are made.

The **Institute of Estonian Language** (*Eesti Keele Instituut*, address: Roosikrantsi 6, EE-0001 Tallinn) is the Office for Onomastic Expertise being the main research centre for names in Estonia. The basis of the onomastic research and the treatment of names is field research which has been conducted since the 1920s. As a result, a total of up to 500,000 commented entries have been included in the place names archives. The collections are arranged according to the ecclesiastical parishes that have been the most significant and stable territorial units in Estonia throughout history. In addition, there is a general card index listing all the collected place names in alphabetical order with references to the parishes where they occur. Efforts are made to continue the field investigation of names. Apart from the collection, a computerized database (presently ca 40,000 entries) has been formed which contains mostly names from official sources, older maps, etc.

The **Võru Institute** (*Võru Instituut / Võro Instituut*, address: Jüri 12, EE-2710 Võru) has been active in collecting place names of South-East Estonia (Võrumaa) and standardizing the Võru-based local form of the names. It also participates in the national mapping programme by providing names for the Basic Map of Estonia.

3 SOURCE MATERIALS

3.1 Maps

The production of official maps of Estonia is coordinated by the **National Land Board** (address: Mustamäe tee 51, EE-0006 Tallinn) and the maps are prepared mainly by ***AS Eesti Kaardikeskus*** (Estonian Map Centre, address: Mustamäe tee 33, EE-0006 Tallinn). These include: **a)** the basic map, 1 : 10,000 and 1 : 20,000, on appr 470 sheets (during 1992 - 2006, by October 1997 64 sheets published); **b)** digital cartographic database for maps 1 : 50,000, on 112 sheets (production completed, 13 sheets printed); **c)** a topographic map, 1 : 200,000, on 4 sheets (printed 1992). Various other maps have been compiled for specific purposes (border zone maps etc.) but till now there are no large-scale printed maps in Estonian

available that would cover the whole of Estonia. The earlier Soviet topographic maps are not reliable especially in the spelling of names.

The National Maritime Board and AS Regio have issued 9 marine charts on scale 1 : 100,000 that cover virtually all of Estonian territorial waters. In addition two more general sea charts 1 : 250,000 have been printed, covering the Gulf of Finland.

Private companies have published various general and specialized maps of Estonia. **AS Regio** (address: Tähe 118, EE-2400 Tartu; http://www.regio.ee) has published the Estonian Road Atlas 1 : 150,000 (1997, also available in digital format) with an index of 11,000 place names, Eestimaa / Estonia (wall map 1 : 300,000; 1995), maps on Estonian Waters (1 : 400,000; 1991), Estonian Mires (1 : 400,000; 1993), General Map of Estonia (1 : 400,000; 1992). **AS E.O. Map** (address: Kreutzwaldi 5, 2B7, EE-2400 Tartu; http://www.eomap.ee) publishes mainly county and town maps. The names on all the mentioned maps are not always linguistically checked.

3.2 Gazetteers

The names of villages and other rural settlements were first standardized in 1977 in the course of a rural settlement reform (the Decree of the Presidium of the Supreme Soviet 25.02.1977). The results were published in *Eesti NSV territooriumi administratiivne jaotus ja maa-asulad*, Tallinn 1978 (The Administrative Division of the Territory and the Rural Settlements of the Estonian SSR) which contains 3500 names. Before the end of 1997 a new list of populated places is expected to be endorsed, increasing the number of settlements to 4500.

Official names have also been established for rivers and streams, published in *Eesti NSV jõgede, ojade ja kraavide ametlik nimestik*, Tallinn 1986 (Official Gazetteer of Rivers, Brooks and Ditches of the Estonian SSR), containing 1755 names. This source has been criticized for having too artificial names and avoiding popular usage of names. Revision of the gazetteer is likely.

Lists of other names have been published as well, e.g. *Eesti NSV järvede nimestik* by Ilmar Kask (list of lakes, Tallinn 1964; newer version of the list is published in *Eesti NSV järved ja nende kaitse* by Aare Mäemets, Tallinn 1977), *Eesti sood* by U. Valk (list of mires, Tallinn 1988) but they have had no official status. Besides, these sources suffer from the same shortcomings as the list of rivers and streams.

4 GLOSSARY OF APPELLATIVES, ADJECTIVES AND OTHER WORDS NECESSARY FOR THE UNDERSTANDING OF MAPS

In parentheses the genitive form of the word is given, if different from the nominative. If the genitive form differs only in a vowel being added to the end of the word, only the vowel is shown, otherwise the word is spelled out in full. Some words are given in the genitive form only, as the nominative form is rarely, if ever, used in names. Plural nominative forms may be created adding *-d* to the singular genitive forms, e.g. *järved, saared,* etc. For words typically used in dialects only, superscript symbols have been added: ^{D} - dialectal (general), ^{S} - South Estonian dialects, ^{V} - Võru dialect.

abajas (abaja) 'cove, inlet'
aedlinn(a) 'garden city, garden suburb'
ala- 'lower'
alev(i) 'borough' /second-degree urban settlement/
alevik(u) 'small borough' /third-degree urban

settlement/
allikas (allika) 'spring'
alt- 'lower'
aru 'dry meadow'
asula 'populated place, settlement'
asundus(e) 'settlement'
ede-^{S} see *ees-*
edela /Gen./ 'south-west(ern)'
ees-, ede-^{S} 'front, fore-'
heinamaa 'meadow, hayfield'
holm(i)^{D} 'islet, peninsula'
ida 'east, eastern'
jaam(a) 'station'
juga (joa) 'waterfall'
jõesuu 'river mouth'
jõgi (jõe, jõõ^{V}*)* 'river'
järv(e) 'lake'
kaasik(u) 'birch wood'
kabel(i) 'chapel'
kadastik(u) 'juniper scrub'
kaev(u) 'well'
kaevandus(e) 'mine'
kagu 'south-east(ern)'
kai 'quay, wharf'
kaitseala 'reservation'
kallas (kalda) 'shore, bank'
kalmistu 'cemetery'
kanal(i) 'canal'
kare 'islet'
kari 'reef, rocky islet'
kari (karja) 'cattle'
karjamaa 'pasture'
kerik see *kirik*
kesk- 'central, middle'
kihelkond (kihelkonna) '(ecclesiastical) parish'
kirde /Gen./ 'north-east(ern)'
kirik(u), kerik (kerigu)^{V} 'church'
kivi 'stone, boulder'
koppel (kopli) 'enclosure, paddock'
korgõ^{V} see *kõrge*
kosk (kose) 'rapids'
kraav(i) 'ditch'
kund (kunnu)^{V} 'wilderness, waste land'
kurk (kurgu) 'strait'
kuusik(u) 'spruce wood'
kõnd (kõnnu) 'wilderness, waste land'
kõrge, korgõ^{V} 'high'
kõrgustik(u) 'upland'
küla, külä^{V} 'village, hamlet'
külanõukogu 'village soviet, rural municipality'
/1945 - 1990, since 1990 cf. *vald*/
laas (laane, laanõ^{V}*)* 'primeval forest'
laht (lahe) 'bay, gulf'
lai(a), lai (laja)^{D} 'broad, wide'
laid (laiu) 'islet'
lamm(i) 'valley flat'
land (lannu)^{V} 'pool, puddle, muddy pond'
lennujaam(a) 'airport'
lennuväli (lennuvälja) 'airfield'
lepik(u) 'alder grove'
liiv(a) 'sand'
linn(a) 'town'
linnus(e) 'castle, stronghold'
lood (loo) 'rocky islet; alvar'
loode /Gen./ 'north-west(ern)'
looduskaitseala 'nature reservation'
loss(i) 'castle'
luht (luha) 'water meadow'
lõpp (lõpe) 'cove'
lõugas (lõuka) 'cove, inlet'
lõuna 'south, southern'
läte (lätte) 'source, spring'
lääne /Gen./ 'west, western'
maa 'land, county'
maakond (maakonna) 'county'
maalinn(a) 'fenced stronghold'
maantee 'road, highway'
madal(a) 'shoal, shallow'
madalik(u) 'lowland'
majakas (majaka) 'lighthouse'
majand(i) 'enterprise, farm'
meri (mere) 'sea'
mets(a), mõts(a)^{V} 'wood, forest'
must(a) 'black'
muul(i) 'pier'
mõis(a) '(country) estate, manor'
mõts(a)^{V} see *mets(a)*
mäe- 'upper'
mägi (mäe) 'hill'
männik(u) 'pine wood'
neem(e) 'cape, foreland'
niit (niidu, niidü^{V}*)* 'meadow'
nina 'cape, foreland'
nukk (nuki) 'cape, promontory'

nurm(e), nurm(õ)^{V} 'field, pasture'
nõmm(e) 'heath'
oja 'brook, stream'
org (oru) 'valley'
ots(a) 'end, cape'
palu, palo^{V} 'low meadow or forest'
pank (panga) 'steep limestone coast, rocky cape'
park (pargi) 'park'
pea, pää^{S} 'head, point, end'
peakraav(i) 'main ditch, canal'
pealt- 'upper'
peatus(e) 'stop'
pere 'family, household'
piir(i) 'border, boundary'
pikk (pika), pitk(a)^{D} 'long'
plats(i) 'square'
poolsaar(e) 'peninsula'
puiestee 'avenue, boulevard'
põhja /Gen./ 'north, northern'
põik (põigu) 'lane, crossroad'
põld (põllu) 'field'
pää see *pea*
raba 'bog, swamp'
rahu 'reef'
rahvuspark (rahvuspargi) 'national park'
rajoon(i) 'district' /1950 - 1990, since 1990 cf. *maakond*/
rand (ranna) 'shore, coast, beach'
raudtee 'railway'
saar(e), saar(õ)^{V} 'island'
saarestik(u) 'archipelago'
sadam(a) 'harbour; port'
saun(a) 'small farm, cottage; bath-house'
soo, suu^{V} 'swamp, marsh, mire'
sild (silla) 'bridge'
suu 'mouth'
suu^{V} see *soo*
suur(e), suur(õ)^{V} 'great, large'
säär(e) 'narrow foreland'
taga- 'hind'
talu, talo^{V} 'house, farm'
tammik(u) 'oak grove'
tee 'street, way'
tehas(e) 'works, factory'
tiik (tiigi) 'pond'
tulepaak (tulepaagi) 'beacon'
tuletorn(i) 'lighthouse'
tuulik(u) 'windmill'
tänav(a) 'street'
uus (uue) 'new'
vabrik(u) 'factory'
vahe- 'middle'
vahtnõ (vahtsõ)^{V} see *vastne (vastse)*^{S}
vald (valla) '(civil) parish, rural municipality'
valge, valg- 'white'
vana 'old'
vastne (vastse)^{S}, *vahtnõ (vahtsõ)*^{V} 'new'
veehoidla 'water reservoir'
veski 'mill'
viik (viigi)^{D} 'bay, cove'
voor(e) 'hill, drumlin'
väike (väikse, väikese), väiku^{V}, *väiko*^{V} 'small, little'
väin(a) 'strait, sound'
väli (välja, vällä^{V}*)* 'field, plain'
väljak(u) 'square'
ülem- 'upper'

5 ABBREVIATIONS USED IN MAPS

Abbreviation	Estonian	English
A	asfalt, betoon	asphalt or concrete pavement
a-k	alevik	small borough, rural settlement
all	allikas	spring, source
as	asundus	settlement (old term)
bass	bassein	pool
gar	garaaž	garage
hgl	haigla	hospital

hot	hotell	hotel
j	jõgi	river
jhv	jahuveski	flour mill
jm	jaam	station
jsk	jaoskond	department, ward
jv	järv	lake
K	kruuskate	gravel pavement
kan	kanal	canal
klm	kalmistu	cemetery
kpl	kauplus	shop
kr	kraav	ditch
krk	kirik	church
krd	kordon	cordon
l	laht	bay, gulf
LK, lka	looduskaitseala	nature reservation
M	munakivisillutis	cobblestone pavement
m	mägi	hill
mk	metskond	forest district
mnt	maantee	road, highway
ms	mõis	(country) estate
mtsn	metsnik	forester, head gamekeeper
mv, mtsv	metsavaht	gamekeeper
n	neem	cape, foreland
nav	navigatsioonimärk	navigation aid
o	oja	brook, river
p	põld	field
pkr	peakraav	main ditch, canal
prv	piirivalve	borderguard
prügi	prügimägi	dumping ground
ps	poolsaar	peninsula
pst	puiestee	avenue, boulevard
põlevk	põlevkivikarjäär	oil shale quarry
rhvm	rahvamaja, klubi	culture house, club
s	saar	island
sd	sadam	port
SEJ	soojuselektrijaam	thermal power plant
sjsk	sidejaoskond	post office
std	staadion	stadium
t	talu	farm, house
th	tehas	plant
tk	tiik	pond
tlt	tuletorn	lighthouse
tn	tänav	street
vh	veehoidla	water reservoir
vk	väljak	square
vlm	vallamaja	parish (municipality) house
vtn	veetorn	water tower

ADMINISTRATIVE DIVISION OF ESTONIA (20 October 1997)

Estonia is divided into 15 counties (Estonian: *maakond*, Pl. *maakonnad*). Counties are divided into parishes (also communes) (*vald*, Pl. *vallad*) and towns (*linn*, Pl. *linnad*). Territorial units within parishes are boroughs (*alev*, Pl. *alevid*), small boroughs (*alevik*, Pl. *alevikud*) and villages (*küla*, Pl. *külad*) but these have no administrative functions. Some towns are divided into districts (*linnaosa*, Pl. *linnaosad*) with limited self-government, e.g. Tallinn consists of 8 districts (Haabersti, Kesklinn, Kristiine, Lasnamäe, Mustamäe, Nõmme, Pirita, Põhja-Tallinn), Kohtla-Järve of 6 districts (Ahtme, Kohtla-Järve, Kukruse, Oru, Sompa, Viivikonna). In 01.04.1997 there were 254 towns or parishes; 3274 villages and 168 small boroughs.

Counties and cities (county centres in brackets)

1 Harjumaa (Tallinn)
2 Hiiumaa (Kärdla)
3 Ida-Virumaa (Jõhvi)
4 Jõgevamaa (Jõgeva)
5 Järvamaa (Paide)
6 Läänemaa (Haapsalu)
7 Lääne-Virumaa (Rakvere)
8 Põlvamaa (Põlva)
9 Pärnumaa (Pärnu)
10 Raplamaa (Rapla)
11 Saaremaa (Kuressaare)
12 Tartumaa (Tartu)
13 Valgamaa (Valga)
14 Viljandimaa (Viljandi)
15 Võrumaa (Võru)

Note: The names of counties have double variants in Estonian. The compound names ending in *-maa* have wider usage and these are recommended by linguists. In official practice, however, the use of two-word names prevails where the ending *-maa* is replaced with *maakond* and written as separate word: *Harju maakond, Hiiu maakond, Jõgeva maakond, Saare maakond*, etc.

Towns (*linn*) and parishes (*vald*) (parish centers in brackets, *k* = *küla* 'village')

Abja vald 14 (Abja-Paluoja linn)
Abja-Paluoja linn 14
Aegviidu vald 1
Ahja vald 8 (Ahja alevik)
Alajõe vald 3 (Alajõe k)
Alatskivi vald 12 (Alatskivi alevik)
Albu vald 5 (Albu k)
Ambla vald 5 (Ambla alevik)
Anija vald 1 (Kehra linn)
Antsla linn 15
Antsla vald 15 (Lusti k)
Are vald 9 (Are alevik)
Aseri vald 3 (Aseri alevik)
Audru vald 9 (Audru alevik)
Avanduse vald 7 (Simuna alevik)
Avinurme vald 3 (Avinurme alevik)
Elva linn 12
Emmaste vald 2 (Emmaste k)
Haanja vald 15 (Haanja k)
Haapsalu linn 6
Haaslava vald 12 (Kurepalu k)
Halinga vald 9 (Pärnu-Jaagupi alev)
Haljala vald 7 (Haljala alevik)
Halliste vald 14 (Halliste alevik)
Hanila vald 6 (Hanila k)
Harku vald 1 (Tabasalu alevik)
Helme vald 13 (Tõrva linn)
Hummuli vald 13 (Hummuli alevik)
Häädemeeste vald 9 (Häädemeeste alevik)
Iisaku vald 3 (Iisaku alevik)
Illuka vald 3 (Illuka k)
Imavere vald 5 (Imavere k)
Juuru vald 10 (Juuru alevik)
Jõelähtme vald 1 (Jõelähtme k)

Jõgeva linn 4
Jõgeva vald 4 (Jõgeva linn)
Jõhvi linn 3
Jõhvi vald 3 (Jõhvi linn)
Järva-Jaani vald 5 (Järva-Jaani alevik)
Järvakandi vald 10
Kaarma vald 11 (Kaarma k)
Kabala vald 5 (Kahala k)
Kadrina vald 7 (Kadrina alevik)
Kaisma vald 9 (Kaisma k)
Kaiu vald 10 (Kaiu alevik)
Kallaste linn 12
Kambja vald 12 (Kambja alevik)
Kanepi vald 8 (Kanepi alevik)
Kareda vald 5 (Ämbra k)
Karksi vald 14 (Karksi-Nuia linn)
Karksi-Nuia linn 14
Karula vald 13 (Lüllemäe k)
Kehra linn 1
Kehtna vald 10 (Kehtna alevik)
Keila linn 1
Keila vald 1 (Keila linn)
Kernu vald 1 (Haiba k)
Kihelkonna vald 11 (Kihelkonna alevik)
Kihnu vald 9 (Linaküla k)
Kiili vald 1 (Kiili alevik)
Kilingi-Nõmme linn 9
Kiviõli linn 3
Koeru vald 5 (Koeru alevik)
Kohila alev 10
Kohila vald 10 (Kohila alev)
Kohtla vald 3 (Järve k)
Kohtla-Järve linn 3
Kohtla-Nõmme vald 3
Koigi vald 5 (Koigi k)
Kolga-Jaani vald 14 (Kolga-Jaani alevik)
Konguta vald 12 (Annikoru k)
Koonga vald 9 (Koonga k)
Kose vald 1 (Kose alevik)
Kullamaa vald 6 (Kullamaa k)
Kunda linn 7
Kuressaare linn 11
Kuressaare vald 11 (Kuressaare linn)
Kuusalu vald 1 (Kiiu k)
Kõlleste vald 8 (Krootuse k)
Kõo vald 14 (Kõo k)
Kõpu vald 14 (Kõpu alevik)
Kõrgessaare vald 2 (Kõrgessaare alevik)
Kõue vald 1 (Ardu k)
Käina vald 2 (Käina alevik)
Kärdla linn 2
Kärla vald 11 (Kärla alevik)
Käru vald 10 (Käru alevik)
Laekvere vald 7 (Laekvere alevik)
Laeva vald 12 (Laeva k)
Laheda vald 8 (Suurküla k)
Laimjala vald 11 (Laimjala k)
Lasva vald 15 (Lasva k)
Lavassaare vald 9
Lehtse vald 5 (Lehtse alevik)
Leisi vald 11 (Leisi alevik)
Lihula linn 6
Lihula vald 6 (Lihula linn)
Lohusuu vald 3 (Lohusuu alevik)
Loksa linn 1
Loksa vald 1 (Loksa linn)
Loodna vald 10 (Sipa k)
Luunja vald 12 (Luunja alevik)
Lüganuse vald 3 (Lüganuse alevik)
Lümanda vald 11 (Lümanda k)
Maardu linn 1
Maidla vald 3 (Maidla k)
Martna vald 6 (Martna k)
Meeksi vald 12 (Meeksi k)
Meremäe vald 15 (Meremäe k)
Mikitamäe vald 8 (Mikitamäe k)
Misso vald 15 (Misso alevik)
Mooste vald 8 (Mooste alevik)
Muhu vald 11 (Liiva k)
Mustjala vald 11 (Mustjala k)
Mustvee linn 4
Mõisaküla linn 14
Mõniste vald 15 (Mõniste k)
Mäetaguse vald 3 (Mäetaguse alevik)
Mäksa vald 12 (Melliste k)
Märjamaa alev 10
Märjamaa vald 10 (Märjamaa alev)
Narva linn 3
Narva-Jõesuu linn 3
Nissi vald 1 (Riisipere alevik)
Noarootsi vald 6 (Pürksi k)
Nõo vald 12 (Nõo alevik)
Nõva vald 6 (Nõva k)
Oisu vald 5 (Oisu alevik)
Olustvere vald 14 (Olustvere alevik)
Orava vald 8 (Orava k)
Orissaare vald 11 (Orissaare alevik)
Oru vald 6 (Linnamäe k)
Otepää linn 13
Padise vald 1 (Padise k)
Paide linn 5
Paide vald 5 (Paide linn)

Paikuse vald 9 (Paikuse alevik)
Paistu vald 14 (Paistu k)
Pajusi vald 4 (Pajusi k)
Pala vald 4 (Pala k)
Palamuse vald 4 (Palamuse alevik)
Paldiski linn 1
Palupera vald 13 (Hellenurme k)
Peipsiääre vald 12 (Kolkja alevik)
Pihtla vald 11 (Pihtla k)
Piirissaare vald 12 (Tooni k)
Puhja vald 12 (Puhja alevik)
Puka vald 13 (Puka alevik)
Puurmani vald 4 (Puurmani alevik)
Põdrala vald 13 (Riidaja k)
Põltsamaa linn 4
Põltsamaa vald 4 (Põltsamaa linn)
Põlva linn 8
Põlva vald 8 (Mammaste k)
Pärnu linn 9
Pärsti vald 14 (Jämejala k)
Põide vald 11 (Tornimäe k)
Pühajärve vald 13 (Otepää k)
Pühalepa vald 2 (Hellamaa k)
Püssi linn 3
Raasiku vald 1 (Aruküla alevik)
Rae vald 1 (Jüri alevik)
Raikküla vald 10 (Raikküla k)
Raja vald 4 (Raja alevik)
Rakke vald 7 (Rakke alevik)
Rakvere linn 7
Rakvere vald 7 (Rakvere linn)
Rannu vald 12 (Vallapalu k)
Rapla linn 10
Rapla vald 10 (Uusküla k)
Ridala vald 6 (Haapsalu linn)
Risti vald 6 (Risti alevik)
Roosna-Alliku vald 5 (Roosna-Alliku alevik)
Ruhnu vald 11 (Ruhnu k)
Rõngu vald 12 (Rõngu alevik)
Rõuge vald 15 (Rõuge alevik)
Rägavere vald 7 (Ulvi k)
Räpina linn 8
Räpina vald 8 (Räpina linn)
Saarde vald 9 (Kilingi-Nõmme linn)
Saare vald 4 (Saare k)
Saarepeedi vald 14 (Saarepeedi k)
Saksi vald 7 (Moe k)
Saku vald 1 (Saku alevik)
Salme vald 11 (Salme alevik)
Sangaste vald 13 (Sangaste alevik)
Saue linn 1
Saue vald 1 (Laagri alevik)
Sauga vald 9 (Sauga alevik)
Sillamäe linn 3
Sindi linn 9
Sonda vald 3 (Sonda alevik)
Surju vald 9 (Surju k)
Suure-Jaani linn 14
Suure-Jaani vald 14 (Suure-Jaani linn)
Sõmerpalu vald 15 (Järvere k)
Sõmeru vald 7 (Sõmeru alevik)
Tabivere vald 4 (Tabivere alevik)
Taebla vald 6 (Taebla alevik)
Taheva vald 13 (Laanemetsa k)
Tahkuranna vald 9 (Uulu k)
Tali vald 9 (Tali k)
Tallinn 1
Tamsalu linn 7
Tamsalu vald 7 (Tamsalu linn)
Tapa linn 7
Tartu linn 12
Tartu vald 12 (Kõrveküla alevik)
Tarvastu vald 14 (Mustla alevik)
Toila vald 3 (Toila alevik)
Tootsi vald 9
Torgu vald 11 (Torgu k)
Tori vald 9 (Tori alevik)
Torma vald 4 (Torma alevik)
Tudulinna vald 3 (Tudulinna alevik)
Tõlliste vald 13 (Tsirguliina alevik)
Tõrva linn 13
Tõstamaa vald 9 (Tõstamaa alevik)
Tähtvere vald 12 (Ilmatsalu alevik)
Türi linn 5
Türi vald 5 (Türi linn)
Urvaste vald 15 (Kuldre k)
Vaivara vald 3 (Perjatsi k)
Valga linn 13
Valgjärve vald 8 (Saverna k)
Valjala vald 11 (Valjala alevik)
Vara vald 12 (Vara k)
Varbla vald 9 (Varbla k)
Varstu vald 15 (Varstu alevik)
Vasalemma vald 1 (Vasalemma alevik)
Vastemõisa vald 14 (Vastemõisa k)
Vastse-Kuuste vald 8 (Vastse-Kuuste alevik)
Vastseliina vald 15 (Vastseliina alevik)
Veriora vald 8 (Veriora alevik)
Vigala vald 10 (Kivi-Vigala k)
Vihula vald 7 (Vihula k)
Viimsi vald 1 (Viimsi alevik)
Viiratsi vald 14 (Viiratsi alevik)

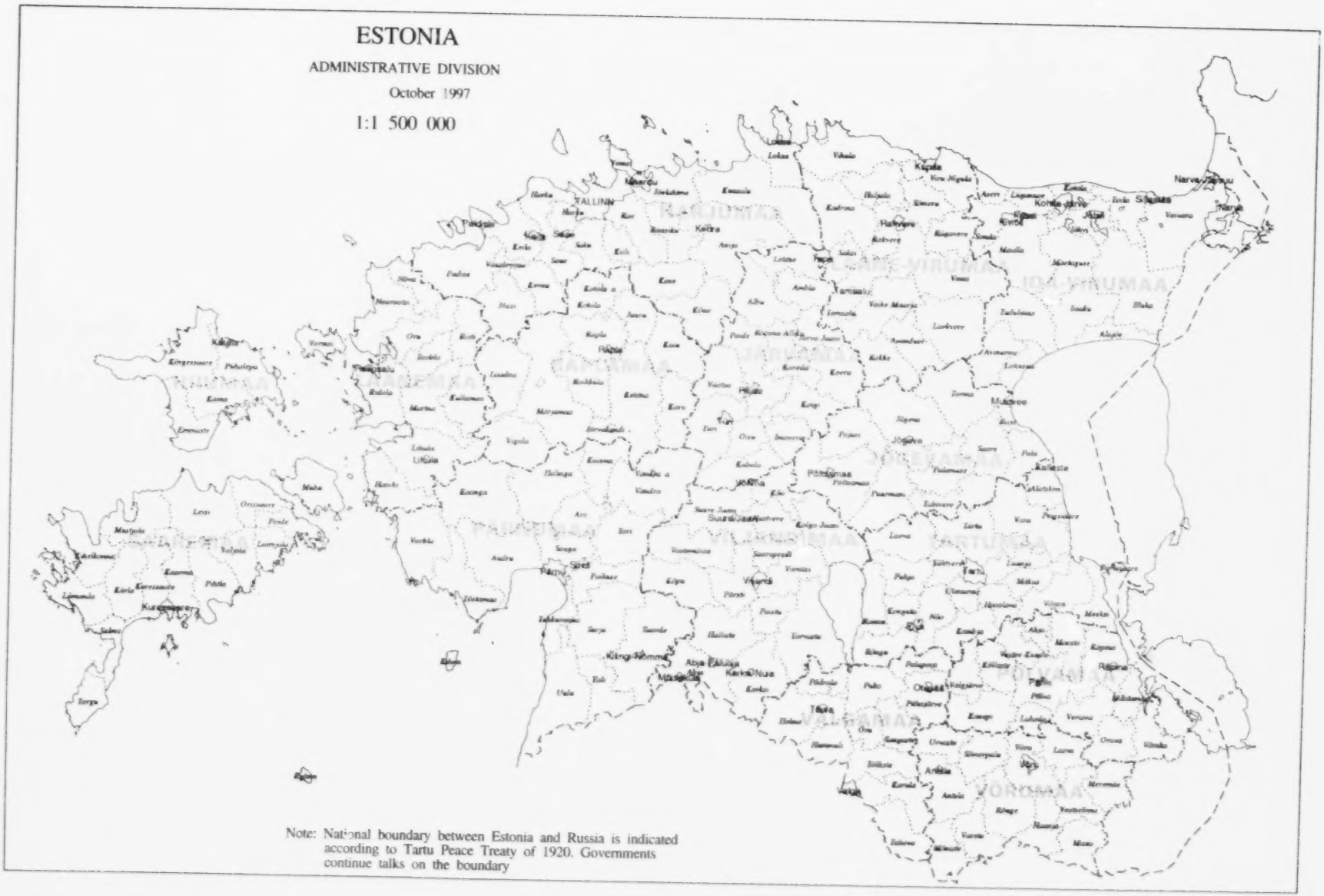
Viljandi linn 14
Vinni vald 7 (Pajusti alevik)
Viru-Nigula vald 7 (Viru-Nigula k)
Vormsi vald 6 (Hullo k)
Võhma linn 14
Võnnu vald 12 (Võnnu alevik)
Võru linn 15
Võru vald 15 (Võru linn)
Võsu vald 7
Väike-Maarja vald 7 (Väike-Maarja alevik)
Vändra alev 9
Vändra vald 9 (Vändra alev)
Värska vald 8 (Värska alevik)
Väätsa vald 5 (Väätsa alevik)
Õru vald 13 (Õru alevik)
Ülenurme vald 12 (Ülenurme alevik)

ESTONIA

ADMINISTRATIVE DIVISION

October 1997

1:1 500 000



Note: National boundary between Estonia and Russia is indicated according to Tartu Peace Treaty of 1920. Governments continue talks on the boundary

UNITED
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SEVENTH UNITED NATIONS CONFERENCE
ON THE STANDARDIZATION OF
GEOGRAPHICAL NAMES
New York, 13-22 January 1998
Item 4 of the provisional agenda*

REPORTS BY DIVISIONS AND GOVERNMENTS ON THE SITUATION IN THEIR REGIONS AND COUNTRIES AND ON THE PROGRESS MADE IN THE STANDARDIZATION OF GEOGRAPHICAL NAMES SINCE THE SIXTH CONFERENCE

Report of the United Kingdom

Paper submitted by the United Kingdom**

* E/CONF.91/1.

** Prepared by Mr.P.J. Woodman, Permanent Committee on Geographical Names, Royal Geographic Society, London

97-38200

SECTION A: ADMINISTRATIVE REORGANISATION

The United Kingdom divisional report to the Eighteenth Session of the United Nations Group of Experts on Geographical Names in 1996 (Working Paper No 39) provided detailed background information, maps and lists concerning the major restructuring of local government underway in England, Wales and Scotland (Northern Ireland remaining unaffected).

Wales and Scotland were divided in April 1996 into a number of unitary authorities, which may be considered as single-tier administrative structures with no further sub-divisions. There are 32 unitary authorities in Scotland and 22 in Wales; the titles of those in Wales are bilingual in English and Welsh. In England, the arrangement is more complicated in that a mixture of unitary authorities and counties has been approved, largely as the result of the canvassing of local preferences. Whereas the unitary authorities are single-tier structures, the English counties are two-tier entities in that each is sub-divided into a varying number of districts. This process began in April 1995, and by the time that the reorganisation in England is completed, on April 1st 1998, there will be 115 single-tier authorities and 35 counties. Of the 115 single-tier authorities, 46 are officially classified as unitary authorities, 33 as London boroughs, and 36 as metropolitan districts, though all are unitary in nature.

Some counties (Avon, Cleveland, Humberside) have been abolished altogether. A few traditional counties which had lost their individual identities in the previous major reorganisation of 1974 have been reinstated; Worcestershire, for example, is once again a county in its own right; and both Rutland and Herefordshire have also re-emerged (as unitary authorities). Conversely, the county of Berkshire is set to disappear in April 1998, to be replaced by six individual unitary authorities.

Yet the name "Berkshire" will not be lost entirely. Along with Greater London and the six former metropolitan counties, (Tyne and Wear, West Yorkshire, South Yorkshire, Greater Manchester, Merseyside, West Midlands), Berkshire will be deemed as continuing to exist for ceremonial purposes. This means that each of these areas continues to constitute a Lieutenancy, with a Lord Lieutenant in residence as the representative of the Crown. These names may also continue to exist in other contexts, for example in the titles of integrated transport systems. But, crucially, they have no relevance to the administrative structure of the territory of the United Kingdom, and are of no significance to the geographer or cartographer. One outcome of this reorganisation is that there is no longer a single administrative entity covering the capital city of the United Kingdom; London exists as a single populated place encompassing 33 separate single-tier authorities (London Boroughs).

It is sometimes the case that the name of the administrative division gives no immediate clue as to the names of the populated places contained therein. Thus, for example, Sefton includes Southport, while Halton comprises Runcorn and Widnes. Furthermore, since the various responsible agencies of each administrative unit (eg health, education etc) are frequently located in separate towns, it is not consistently possible to name a single administrative centre for each unit. Administrative units containing the term "City" in their title are larger in territorial extent than the actual populated places (cities) of the same name.

ENGLAND

Barking and Dagenham	UA (LB)	East Sussex	TT
Barnet	UA (LB)	Enfield	UA (LB)
Barnsley	UA (MD)	Essex	TT
Bath and North East Somerset	UA	Gateshead	UA (MD)
Bedfordshire	TT	Gloucestershire	TT
Berkshire	TT/a	Greenwich	UA (LB)
Bexley	UA (LB)	Hackney	UA (LB)
Birmingham (City of)	UA (MD)	Halton	UA/b
Blackburn with Darwen	UA/b	Hammersmith and Fulham	UA (LB)
Blackpool	UA/b	Hampshire	TT
Bolton	UA (MD)	Haringey	UA (LB)
Bournemouth	UA	Harrow	UA (LB)
Bracknell Forest	UA/b	Hartlepool	UA
Bradford (City of)	UA (MD)	Havering	UA (LB)
Brent	UA (LB)	Hereford and Worcester	TT/a
Brighton and Hove	UA	Herefordshire	UA/b
Bristol, City of	UA	Hertfordshire	TT
Bromley	UA (LB)	Hillingdon	UA (LB)
Buckinghamshire	TT	Hounslow	UA (LB)
Bury	UA (MD)	Isle of Wight	UA
Calderdale	UA (MD)	Isles of Scilly	TT
Cambridgeshire	TT	Islington	UA (LB)
Camden	UA (LB)	Kensington and Chelsea	UA (LB)
Cheshire	TT	Kent	TT
Cornwall	TT	Kingston upon Hull, City of	UA
Coventry (City of)	UA (MD)	Kingston upon Thames	UA (LB)
Croydon	UA (LB)	Kirklees	UA (MD)
Cumbria	TT	Knowsley	UA (MD)
Darlington	UA	Lambeth	UA (LB)
Derby (City of)	UA	Lancashire	TT
Derbyshire	TT	Leeds (City of)	UA (MD)
Devon	TT	Leicester (City of)	UA
Doncaster	UA (MD)	Leicestershire	TT
Dorset	TT	Lewisham	UA (LB)
Dudley	UA (MD)	Lincolnshire	TT
Durham	TT	Liverpool (City of)	UA (MD)
Ealing	UA (LB)	London, City of	UA (LB)
East Riding of Yorkshire	UA	Luton	UA

Notes:

TT = county (two-tier structure)
UA = unitary authority (single-tier structure ie. Borough, London Borough or Metropolitan District)
LB = London Borough
MD = Metropolitan District
a = structure due to cease operating on 31 March 1998
b = structure due to come into operation on 1 April 1998

Manchester (City of)	UA (MD)
Medway Towns, The	UA/b
Merton	UA (LB)
Middlesbrough	UA
Milton Keynes	UA
Newbury	UA/b
Newcastle upon Tyne (City of)	UA (MD)
Newham	UA (LB)
Norfolk	TT
North East Lincolnshire	UA
North Lincolnshire	UA
North Somerset	UA
North Tyneside	UA (MD)
North Yorkshire	TT
Northamptonshire	TT
Northumberland	TT
Nottingham (City of)	UA/b
Nottinghamshire	TT
Oldham	UA (MD)
Oxfordshire	TT
Peterborough	UA/b
Plymouth (City of)	UA/b
Poole	UA
Portsmouth (City of)	UA
Reading	UA/b
Redbridge	UA (LB)
Redcar and Cleveland	UA
Richmond upon Thames	UA (LB)
Rochdale	UA (MD)
Rotherham	UA (MD)
Rutland	UA
St. Helens	UA (MD)
Salford (City of)	UA (MD)
Sandwell	UA (MD)
Sefton	UA (MD)
Sheffield	UA (MD)
Shropshire	TT
Slough	UA/b
Solihull	UA (MD)
Somerset	TT
South Gloucestershire	UA
South Tyneside	UA (MD)
Southampton (City of)	UA
Southend on Sea	UA/b
Southwark	UA (LB)
Staffordshire	TT
Stockport	UA (MD)
Sunderland (City of)	UA (MD)
Surrey	TT
Sutton	UA (LB)
Swindon	UA
Tameside	UA (MD)
Thurrock	UA/b
Torbay	UA/b
Tower Hamlets	UA (LB)
Trafford	UA (MD)
Wakefield (City of)	UA (MD)
Walsall	UA (MD)
Waltham Forest	UA (LB)
Wandsworth	UA (LB)
Warrington	UA/b
Warwickshire	TT
West Sussex	TT
Westminster (City of)	UA (LB)
Wigan	UA (MD)
Wiltshire	TT
Windsor and Maidenhead	UA/b
Wirral	UA (MD)
Wokingham	UA/b
Wolverhampton	UA (MD)
Worcestershire	TT/b
Wrekin, The	UA/b
York (City of)	UA

Stockton on Tees		UA
Stoke on Trent	(City of)	UA
Suffolk	TT	

WALES

English language name		Welsh language name
Blaenau Gwent	CB	←—
Bridgend	CB	Pen-y-bont ar Ogwr
Caerphilly	CB	Caerffili
Cardiff (City of)	C	Caerdydd
Carmarthenshire	C	Sir Gaerfyrddin
Ceredigion*	C	Sir Ceredigion*
Conwy	CB	←—
Denbighshire	C	Sir Ddinbych
Flintshire	C	Sir y Fflint
Gwynedd	C	←—
Isle of Anglesey	C	Sir Ynys Môn
Merthyr Tydfil	CB	Merthyr Tudful
Monmouthshire	C	Sir Fynwy
Neath Port Talbot	CB	Castell-nedd Port Talbot
Newport	CB	Casnewydd
Pembrokeshire	C	Sir Benfro
Powys	C	←—
Rhondda, Cynon, Taff	CB	Rhondda, Cynon, Taf
Swansea (City of)	C	Abertawe
Torfaen	CB	Tor-faen
Vale of Glamorgan, The	CB	Bro Morgannwg
Wrexham	CB	Wrecsam

* This name derives from Cardiganshire, but note that the name of the town in this unit remains Cardigan (in English) or Aberteifi (in Welsh)

All 22 divisions are unitary authorities, but 11 are known as counties (C) and 11 as county boroughs (CB). cf England, where counties are two-tier authorities.

SCOTLAND

Aberdeen City
Aberdeenshire
Angus
Argyll and Bute
Clackmannanshire
Dumfries and Galloway
Dundee City
East Ayrshire
East Dunbartonshire
East Lothian
East Renfrewshire
Edinburgh, City of
Falkirk
Fife
Glasgow City
Highland
Inverclyde
Midlothian
Moray
North Ayrshire
North Lanarkshire
Orkney Islands
Perth and Kinross
Renfrewshire
Scottish Borders, The
Shetland Islands
South Ayrshire
South Lanarkshire
Stirling
West Dunbartonshire
West Lothian
Western Isles

All 32 units are unitary authorities officially termed Council Areas.

SECTION B: INFORMATION FROM THE ORDNANCE SURVEY

The Ordnance Survey large-scale database, relating to map series at scales of 1:10,000, 1:2,500 and 1:1,250, has now been completed and is available in a wide variety of digital and graphic output products. As far as geographical names are concerned, the principal Ordnance Survey products of interest are:

1. OSCAR	A range of four digital road centreline products containing place names, road and street names, and Department of Transport road numbers. It is supplied in 5x5km, 50x50km, and 100x100km tiles.
2. Strategi	A 1:250,000 database aimed at planning and analytical applications. It contains a geographical names layer and is supplied by 50x50km tile or on a regional or national coverage basis.
3. ADDRESS-POINT	A national dataset that defines and locates residential, business and public postal addresses. It is supplied by 1x1km tile, postcode unit, and administrative area.
4. Gazetteer of Great Britain	A hardback gazetteer containing over 250,000 names extracted from the 1:50,000 (Landranger) series. It is also available in digital form by 20x20km tile, 1:50,000 map sheet number, and nationally.

Map sheets of the 1:50,000 (Landranger) series falling wholly or partially in Wales will in future show a full and separate legend in the Welsh language. One such sheet has already been published in July 1997 in this new specification: sheet 135, Aberystwyth and Machynlleth. On the face of the map equal status is given to the Welsh equivalents of major settlement names and selected physical feature names. The method of portrayal is to show the English name first, with the Welsh name following after a separating solidus (slash). In addition, the map cover is bilingual.

Finally, a systematic revision of Gaelic names on the six 1:50,000 sheets covering the Western Isles of Scotland (sheets 8, 13, 14, 18, 22, 31) was completed in 1997.

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New York, 13-22 January 1998
Item 14 (b) of the provisional agenda

TOPONYMIC EDUCATION AND PRACTICE: TRAINING COURSES IN TOPONYMY

Report of the Working Group on Toponymy Courses 1992 - 1997

Paper submitted by the United Nations Group of Experts on Geographical Names (UNGEGN)**

* E/CONF.91/1

** Prepared by Ferjan Ormeling, Convenor of the Working Group, Utrecht University, The Netherlands.

97-38201

Report of the UNGEGN Working Group on Toponymy Courses 1992-1997

1. Introduction

In order to overcome the lack of qualified personnel in member countries, UNGEGN stimulates the organisation of training courses. The general model of such courses is a one- or two week programme of lectures, alternated by execises and fieldwork, on names collecting, office editing, names representation on maps, and the production of gazetteers. New digital techniques are introduced into these courses. An important aspect of these courses is also to refer participants to the emerging literature on the subject. Generally, the following course objectives are discerned:

1. Help to create an awareness of geographical names problems
2. Help to set up national names authorities
3. Teach data collection techniques (fieldwork included)
4. Teach data processing techniques
5. Show applications of geographical names files

As not everyone will be able to participate in such courses, because these are held far and wide apart, increasing attention is paid to the provision of educational material on the internet.

2. Composition of the Working Group

During the period 1992-1997 the Working Goup on Toponymy Courses was composed of the following persons:

Mr H.Dorion
Mr N.Kadmon
Ms H.Kerfoot
Mr F.J.Ormeling (convenor)
Mr R.Payne
Mr P.Raper

3. Toponymy courses held

In between the 6th and 7th UN Conferences on the Standardization of Geographical Names the following international toponymy courses were held (this listing is based on an inventory made in November 1997:

La Paz, Bolivia (1997) Ninth PAIGH Course in Applied Toponymy, sponsored by the Pan American Institute for Geography and History (PAIGH) and organised by experts from the United States, held at the Instituto Geografico Nacional in La Paz, Bolivia.

Pretoria (1997) Fifth United Nations Training Course on Geographical Names, held in Pretoria, South Africa, organised by the United Nations Group of Experts on Geographical Names, the Names Research Institute of South Africa, and the Department of Geography, University of Pretoria.

Riga (1997): International Training Course in Toponymy of the Baltic Division of UNGEGN, sponsored by the State Land Service of Latvia and organized by the State Land Service, the Scientific Laboratory of Regional Geography and Toponymy at the University of Latvia, the State Language Centre, the Institute of Latvian Language and the Baltic Division of UNGEGN, in Riga, Latvia, April 22-24 1997.

Pretoria (1996) Fourth UN Training Course in Geographical Names, held in Pretoria, South Africa, organized by Department of Geography, University of Pretoria, Topocadastral Information Service, City Council of Pretoria and UNGEGN.

Asuncion (1996) Eighth Course in Applied Toponymy, sponsored by the Pan American Institute for Geography and History (PAIGH) and organised by experts from the United States, held in Asuncion, Paraguay.

Pretoria (1995): Third United Nations Advanced Training Course in Geographical Names, sponsored by UNGEGN, organized by Dr P.E.Raper and Dr L.Möller in Pretoria, South Africa

Lima (1995) Seventh PAIGH Course in Applied Toponymy, sponsored by the Pan American Institute for Geography and History (PAIGH) and organised by experts from the United States and Honduras, held at the Instituto Geografico Nacional in Lima, Peru.

Wellington (1994): New Zealand Geographic Names Workshop, sponsored by Department of Survey and Land Information and organised by George Benwell of Otago University

Pretoria (1993): Second United Nations Training Course in Toponymy, sponsored by UNGEGN and organised by Human Sciences Research Council

Tegucicalpa (1993) Sixth PAIGH Course in Applied Toponymy, in Honduras

4. Toponymy Course organisation model

In order to stimulate the organisation of succesful toponymy courses, a general model for the organisation of toponymy courses is offered hereby. It could consist of the following steps:
a) Interest UNGEGN Divisions, other UN affiliates, national governments or the World Bank in sponsoring regional toponymy courses, by helping to provide airfares and daily allowances for lecturers and participants
b) Select the proper accomodation, with lecture rooms and rooms for exercises and PC's and for a map exhibition.
c) Devise a suitable course programme (see section 5)
d) Invite a lecture team (either or not through the convenor of the working group of toponymy courses, who might be able to help). The practice to invite a small team of UNGEGN experts and to add local experts aware of local conditions has proved itself to be useful and relatively inexpensive.
e) Send out invitations to all countries near the location where the course is to be held, and well in advance, so that potential participants have ample time to put in claims for travel grants
f) Prepare the fieldwork long in advance, by collecting relevant cartographic material and by contacting potential local informants
g) Announce the course and the fieldwork also in the local press, so that local inhabitants will not consider the course participants to be tax collectors!
h) Make full use of the training documents made available to UNGEGN.
i) Prepare the proceedings of the course well in advance, so that participants can profit maximally from the lectures
j) Try to have an excursion to a mapping establishment, so that the course participants can witness the actual processing of names
k) Prepare an exhibition of relevant maps and gazetteers
l) Let representatives of all countries participating report on the specific problems they are confronted with in standardizing their names
m) Send out a report on the course to all participants afterwards.

5. Toponymy Course programme model

In order to prepare a programme for a toponymy course for the Southeast Asia-Pacific division, the models adhered to for the courses organised by PAIGH and by UNGEGN were combined by Messrs Payne and Ormeling. This combined model is considered to be best for confronting current educational needs, and it is therefore presented here.

Programme model:

Monday:
-Opening, welcome
-Functions of geographical names
-Social and economic benefit of standardization
-UN activities in geographical names standardization
-National standardization
-Implementation of UN recommendations
-Setting up a national names authority (membership, staff)

Tuesday:
-Establishing standardization principles
-International agreements
-Policies and rules for uniform decisions
-Specific national, regional and local requirements
-Standardization implementation
-Procedures, methodologies and guidelines

Wednesday:
-Techniques of toponymic fieldwork
-Coordinate systems and projections
-Linguistic problems in the fieldwork area
-Description of the fieldwork area
-Cultural aspects of fieldwork area inhabitants
-Preparation of interview questions

Thursday:
-Departure for fieldwork area
-Overview of fieldwork area
-Interviews

Friday:
Interviews (cont.)

Saturday:
-Office analysis and data processing (manual)

Sunday:
-Excursion with local maps

Monday-
-Computer-assisted processing
-Terminology
-Hardware and software
-Database management systems
-Office processing: data verification
-Office processing: data loading

Tuesday:
-Data retrieval requirements and techniques
-Maintenance problems

Wednesday:
-Automated processing workshop
-Formatting reports

Thursday:
-Minority names
-Name placement on maps
-Toponymical guidelines
-Name placement exercise
-Toponymical needs for private industry
-Toponymical evaluation of the school atlases in the area

Friday:
-Exonyms
-Writing systems
-Names availability on the internet
-Cooperation within the region
-Course evaluation
-Handing out of certificates, Closing ceremony

6. Teaching material developed

A list of training material is already available at the Geonames Canada Website (http://geonames.nrcan.gc.ca/english/publications.html), and also at the Toponymy courses site (http://nvkserver.frw.ruu.nl/nvk/toponymycourses.html)

At the Toponymy courses site the contents of all the toponymy training courses material available at the convenor's is listed. This material consists of proceedings from courses held in Cisarua (1982), Québec (1988), Cipanas (1989), Pretoria (1992, 1993, 1995 and, shortly, 1997), and Wellington (1994). For the PAIGH courses training material in both English and Spanish exists.

7. Toponymy Courses website

For the time being, the toponymy courses site constructed by the convenor of the UNGEGN Working Group on Toponymy Courses is housed at the following address at Utrecht University: http://nvkserver.frw.ruu.nl/nvk/toponymycourses.html
It is hoped, however, that in future the site will be taken over by the UNGEGN secretariat, so that there will some official seal on the information provided. This should be discussed during the 7th conference.

The site has the following structure (and it is possible to select directly one of the following fields):

Future toponymy courses
Past toponymy courses
Teaching material available, used for past toponymy courses
Other relevant teaching material
UNGEGN Working Group on Toponymy Courses
United Nations Group of Experts on Geographical Names (UNGEGN)
Other Interesting Sites

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New York, 13-22 January 1998
Item 5 (b) of the provisional agenda*

NATIONAL STANDARDIZATION: OFFICE TREATMENT OF NAMES

The new Austrian Military Map 1:50 000 (ÖMK)

Paper submitted by Austria**

* E/CONF.91/1

** Prepared by H. Zierhut, Bundesamt fuer Eich-und Vermessungswesen, Vienna. Presented by Ms. Isolde Hausner, Chair, Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (AKO) (=Board on Geographical Names) of the Austrian Cartographic Commission in the Austrian Geographic Society in connection with the Austrian Academy Sciences.

98-00067

The new Austrian Military Map 1:50 000 (ÖMK50)

Conditions

Within the framework of Partnership for Peace-Programme (PfP) Austria is obliged until the end of 1999 to adapt her military maps to the respective maps of the NATO countries and for the use by humanitary organizations. This has to be done with respect to the necessary compatibility and interoperability with NATO as regards reference system, national grid, projection, scale and format of map sheets.

Reference system, projection and format of map sheets

The new ÖMK50 is based upon the Universal Transversal Mercator (UTM) projection, related to the World Geodetic System 1984 (WGS84) and has a sheet extension of 12' times 20'. Austria is covered by 2 meridian zones of 6° each with the central meridians of 9° and 15°. The heights of the new ÖMK50 are related to the water gauge of Amsterdam (normal-null, NN). As the differences to the water gauge of Trieste amount only to decimeters the height data were not altered. Each of the 191 new map sheets are fitted with a number and a name.

The appearance and contents of map

The appearance of the ÖMK50 was produced digitally by using the existing cartographic data of 1:50 000 (KM50) in the size of 12' times 20' inclusive an overlapping of about 2 cm. In doing so a grid transformation from the Gauß-Krüger projection into UTM projection has taken place and a 1 km grid was applied. The map contents, i.e. the sum of the represented cartographical objects, the generalization and the colouring correspond to the existing Military Map 1:50 000. Because of the differing updating of the old map sheets it was not possible to produce a uniform updating for the new map sheets. Therefore the ÖMK50 shows an updating corresponding to the respective civilian map sheets with the extension 15' times 15'. Only when also the civilian map will be transformed to the new reference system projection and map extension a uniform actuality for all maps will be reached. The parts of the adjoining foreign territory that are to be shown in ÖMK50 but not have been seen covered by the old sheet extension will be produced newly.

The map frame

The map frame comprises the numbering of the network of degrees by geographical coordinates (,) and the numbering of the grid. The first grid lines in the south-west corner of the map sheet are numbered completely by meters. All the other data are supplied in km. The origin of the rectangular coordinate system is the intersection of the respective central meridian with the equator. For the reference grid the central meridian receives the value of 500 (km). The numbering of the horizontal grid lines is derived from the x-coordinate beginning from the equator.

Margin of the map

The title field of the map contains all information necessary for civilian and military use. A sheet survey shows the divisions of the ÖMK 1:250 000 and the ÖK50. An abstract of the legend for 1:50 000 in German and English together with the year of edition is given on the margin of the map. Finally there are given the data of grid convergence, declination, grid magnetic angle and annual magnetic change.

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New York, 13-22 January 1998
Item 6 (a) of the provisional agenda*

TOPONYMIC DATA FILES: DATA COLLECTION PROCEDURES

List of catchment areas of Austria

Catchment area of the river Drau

Paper submitted by Austria**

* E/CONF.91/1

** Prepared by Mr. Wurth, Central Hydrographic Office (HZB) and by Ms. Isolde Hausner, Chair, Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (AKO) (Board on Geographical Names) of the Austrian Cartographic Commission in the Austrian

98-00068

List of catchment areas of Austria
Catchment area of the river Drau

Historical background
The Hydrographic Central Office (HZB) shortly after its foundation in 1896 began with the publication of the lists of catchment areas, rivers, rivulets, and lakes, in 1913 the first detailed list was published of the catchment areas of the rivers Inn and Salzach. Not until after World War II these tasks could be continued, and they were concluded for the time being.

Electronic data processing supported publication. The development of GIS systems made it possible to carry out these projects by the aid of electronic data processing, too. The Institute of Hydraulics, Hydrology, Water Supply and Distribution at the Technical University of Vienna developed programmes for the calculation of geographical characteristics, which permit the compilation of lists of catchment areas of the Austrian rivers, rivulets, and lakes by means of personal computer. In this way the volume of the river Drau was adapted. The demarcation of partial areas was carried out on the Austrian Maps 1:50 000 (ÖK 50) as it was done before. The catchment areas were demarcated from approx. 1 km2 onwards and afterwards digitized in the Gauß-Krüger system of coordinates.

Names collection
Because of the lack of names material all names were collected anew on the basis of the Austrian Map 1:50 000 (ÖK 50). To collect the names of those rivulets which aren't listed in the ÖK 50 the HZB made use of an enquiry method by correspondence: all local communes were asked to name all rivulets within their areas and in their local spelling. 70% of the respective communes answered, so that nearly all bodies of water within the catchment area of the river Drau could be named. The spellings were checked by linguists of the University of Klagenfurt as well as by district survey offices and the Hydrographic Central Office itself. If there is also a name in the minority language it was taken into consideration as far as possible.

Publication
The table (supplement 1) contains the text and the number of the area as well as the respective number of the ÖK 50 map sheet. The supplementary map was produced on the scale 1:200 000; it comprises all the names of the bodies of water.

Together with the new publication the HZB provided a register (supplement 2) of all Austrian bodies of water containing the following data: number of the area, Gauss-Krueger coordinates related to the catchment area, map sheet number, meridian strips, names of the bodies of water and their sections. This list was provided by means of MS Excel program and shall be extended for a hydrological data base.

Beilage 1

FLÄCHENVERZEICHNIS ÖSTERREICHISCHER FLUSSGEBIETE: DRAUGEBIET

NR. DER ORDNUMG 2 3 4 5 6 7	GEBIET	FLÄCHE (km²) DES GEBIETES DER ORDNUNG 7	6	5	4	3	2
	ÜBERTRAG				24.67	38.20	
	Feistritz bis Krumbach					62.87	
	KRUMBACH						
220 316 22 1 0 0	Krumbach bis zum Kreuzbach (188,205)			4.38			
	Krumbach bis zum Kreuzbach				4.38		
	KREUZBACH						
220 316 22 2 1 0	Kreuzbach (im Oberlauf Krennbach genannt) bis zum Assankerbach (188,205)		8.14				
220 316 22 2 2 0	Assankerbach r (205)		2.12				
220 316 22 2 3 0	Kreuzbach vom Assankerbach bis zum Glitzbach (188,205)		0.83				
	Kreuzbach bis zum Glitzbach			11.09			
	GLITZBACH						
220 316 22 2 4 1	Glitzbach bis zum Bodenbach	4.40					
220 316 22 2 4 2	Bodenbach r (188)	3.08					
220 316 22 2 4 3	Glitzbach vom Bodenbach bis zur Mündung in den Kreuzbach (188,205)	1.28					
	GLITZBACH		8.76				
	Kreuzbach einschließlich Glitzbach			19.85			
220 316 22 2 5 0	Kreuzbach vom Glitzbach bis zum Mühlbach		3.16				
220 316 22 2 6 0	Mühlbach l (188,205)		2.68				
220 316 22 2 7 0	Kreuzbach vom Mühlbach bis zur Mündung in den Krumbach (188,205)		2.24				
	KREUZBACH			27.93			
	Krumbach einschließlich Kreuzbach				32.31		
220 316 22 3 0 0	Krumbach vom Kreuzbach bis zum Bach vom Dreieckkogel (205)			2.16			
220 316 22 4 0 0	Bach vom Dreieckkogel r (205)			3.27			
220 316 22 5 0 0	Krumbach vom Bach vom Dreieckkogel bis zum Blasibach (205)			0.22			
220 316 22 6 0 0	Blasibach r (205)			1.66			
220 316 22 7 0 0	Krumbach vom Blasibach bis zum Waldjoselbach (205,206)			1.79			
	FÜRTRAG			9.55	32.31	62.87	

Beilage 2

Flächennummer	Koordinaten Gauß-Krüger		ÖK Blatt	Meridian	Gewässer	Gewässerabschnitt
2 220 1 0 0 0 0 0 0	-75629,0	172943,0	195	M31	Drau	Drau - bis zum Erlbach (Die gesamte Fläche liegt auf italienischem Gebiete)
2 220 2 0 0 0 0 0 0	-74260,4	180102,8	178	M31	Erlbach	Erlbach - (Davon 0,85 km² auf italienischem Gebiet) linker Zubringer zur(m) Drau
2 220 3 0 0 0 0 0 0	-73540,1	177807,3	195	M31	Drau	Drau - vom Erlbach bis zum Genisbach (Davon 0,6 km² auf italienischem Gebiet)
2 220 4 0 0 0 0 0 0	-72798,5	176489,6	195	M31	Genisbach	Genisbach - rechter Zubringer zur(m) Drau
2 220 5 0 0 0 0 0 0	-73387,6	178885,2	195	M31	Drau	Drau - vom Genisbach bis zum Tödterbach
2 220 6 0 0 0 0 0 0	-73736,5	181468,6	178	M31	Tödterbach	Tödterbach - linker Zubringer zur(m) Drau
2 220 7 0 0 0 0 0 0	-71923,0	178087,0	195	M31	Drau	Drau - vom Tödterbach bis zum Staudenbach
2 220 8 0 0 0 0 0 0	-71752,9	180630,4	178	M31	Staudenbach	Staudenbach - linker Zubringer zur(m) Drau
2 220 9 0 0 0 0 0 0	-71694,2	178426,6	195	M31	Drau	Drau - vom Staudenbach bis zum Frauenbach
2 220 10 0 0 0 0 0 0	-72036,1	176051,0	195	M31	Frauenbach	Frauenbach - rechter Zubringer zur(m) Drau
2 220 11 0 0 0 0 0 0	-70685,8	177627,5	195	M31	Drau	Drau - vom Frauenbach bis zum Weidenbach
2 220 12 0 0 0 0 0 0	-71191,0	179675,2	178	M31	Weidenbach	Weidenbach - linker Zubringer zur(m) Drau
2 220 13 0 0 0 0 0 0	-68002,9	178872,4	195	M31	Drau	Drau - vom Weidenbach bis zum Sägebach (r.)
2 220 14 1 0 0 0 0 0	-70266,5	174473,7	195	M31	Sägebach	Sägebach - bis zum Hintertalbach
2 220 14 2 0 0 0 0 0	-71123,6	175212,9	195	M31	Hintertalbach	Hintertalbach - linker Zubringer zur(m) Sägebach
2 220 14 3 0 0 0 0 0	-69638,1	176869,2	195	M31	Sägebach	Sägebach - vom Hintertalbach bis zum Kaserbach
2 220 14 4 0 0 0 0 0	-68306,3	176345,2	195	M31	Kaserbach	Kaserbach - rechter Zubringer zur(m) Sägebach
2 220 14 5 0 0 0 0 0	-68324,7	178466,5	195	M31	Sägebach	Sägebach - vom Kaserbach bis zur Mündung in die Drau
2 220 15 0 0 0 0 0 0	-67936,1	178916,5	195	M31	Drau	Drau - vom Sägebach bis zum Villgratenbach (l.)
2 220 16 1 0 0 0 0 0	-74952,8	191592,9	178	M31	Villgratenbach	Villgratenbach - (im Oberlauf Arntalbach genannt) bis zum Lerchenbach
2 220 16 2 0 0 0 0 0	-77159,7	193083,5	177	M31	Lerchenbach	Lerchenbach - rechter Zubringer zur(m) Villgratenbach
2 220 16 3 0 0 0 0 0	-77695,4	192503,9	177	M31	Villgratenbach	Villgratenbach - vom Lerchenbach bis zum Klapfbach
2 220 16 4 0 0 0 0 0	-78843,0	191652,7	177	M31	Klapfbach	Klapfbach - rechter Zubringer zur(m) Villgratenbach
2 220 16 5 0 0 0 0 0	-77011,9	191198,1	177	M31	Villgratenbach	Villgratenbach - vom Klapfbach bis zum Riepenbach
2 220 16 6 0 0 0 0 0	-78681,4	190615,7	177	M31	Riepenbach	Riepenbach - rechter Zubringer zur(m) Villgratenbach
2 220 16 7 0 0 0 0 0	-77398,7	190224,5	177	M31	Villgratenbach	Villgratenbach - vom Riepenbach bis zum Kamelisenbach
2 220 16 8 0 0 0 0 0	-75035,9	189720,0	178	M31	Kamelisenbach	Kamelisenbach - linker Zubringer zur(m) Villgratenbach
2 220 16 9 0 0 0 0 0	-76178,3	189349,5	178	M31	Villgratenbach	Villgratenbach - vom Kamelisenbach bis zum Krumbach
2 220 16 10 0 0 0 0 0	-77892,8	188892,8	177	M31	Krumbach	Krumbach - rechter Zubringer zur(m) Villgratenbach
2 220 16 11 0 0 0 0 0	-76074,4	188064,0	178	M31	Villgratenbach	Villgratenbach - vom Krumbach bis zum Bodenbach

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New York, 13-23 January 1998
Item 5 (e) of the provisional agenda*

NATIONAL STANDARDIZATION: TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS

Toponymic Guidelines for Map and other Editors- Austria

Submitted by Austria**

* E/CONF.91/1

** Prepared by Ms. Isolde Hausner, Chair, Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (AKO) (=Board on Geographical Names) of the Austrian Cartographic Commission in the Austrian Geographic Society in Connection with the Austrian Academy of Sciences.

98-00069

Toponymic guidelines for Map and other Editors Austria

Revised edition by

Josef Breu, Otto Back, Helmut Desoye and Isolde Hausner
Arbeitsgemeinschaft für Kartographische Ortsnamenkunde, Vienna

As resolution No 4 of the Fourth United Nations Conference on the Standardization of Geographical Names (E/CONF. 74/3) suggests that the toponymic guidelines submitted by Austria as document E/CONF. 74/L.2 serve as a sample of format and contents Austria feels the obligation to present a revised edition in order to facilitate the observance by other countries of the said resolution.

Following an invitation of the chairman of UNGEGN, Prof. Raper, the above mentioned members of the "Arbeitsgemeinschaft für Kartographische Ortsnamenkunde" (AKO, Board on Geographical Names) elaborated a completely revised version of the Toponymic Guidelines of Austria, including all addenda et corrigenda reported in former sessions of UNGEGN. The guidelines will be published together with the Toponymic Guidelines of other countries which have already been prepared, too.

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Item 15(b) and 17(d) of the provisional agenda*

COOPERATION WITH NATIONAL AND INTERNATIONAL AGENCIES AND OTHER BODIES: COOPERATION WITH PUBLIC INFORMATION MEDIA

MEETINGS AND CONFERENCES: INTERNATIONAL NAMES MEETINGS, CONFERENCES AND SYMPOSIUMS

International Council of Onomastic Sciences (ICOS)

Paper submitted by Austria**

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* E/CONF.91/1

** Prepared by: Isolde Hausner, Chair, Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (AKO) (=Board on Geographical Names of the Austrian Cartographic Commission in the Austrian Geographic Society), in connection with the Austrian Academy of Sciences. Reference: ICOS Newsletter No.1

International Council of Onomastic Sciences (ICOS)

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ICOS on its last general assembly at Aberdeen, August 10th, 1996 elected the present Board of Directors (BoD):
The Executive Committee is constituted as follows:
President: Rob Rentenaar (The Netherlands), Vice-President: Margaret Gelling (England), Vice President: Rudolf Šrámek (Czech Republic), Secretary Treasurer: Willy van Langendonck (Belgium), Assistant Secretary Treasurer: Vibeke Dalberg (Denmark)

The other members of the BoD are:
Maria-Giovanna Arcamone (Italy), John Atchison (Australia), Isolde Hausner (Austria), Dieter Kremer (Germany), Bengt Pamp (Sweden), Ritva Liisa Pitkänen (Finland)

The BoD has appointed as members of the Membership Committee:
Chair: Rudolf Šrámek, Secretary: Vibeke Dalberg, Maria-Giovanna Arcamone, John Atchison, Ritva Liisa Pitkänen, Rob Rentenaar

The BoD has appointed as members of the Editorial board:
Chair: Margaret Gelling, Secretary : Willy van Langendonck, Isolde Hausner, Dieter Kremer, Bengt Pamp, Co-opted members: Ernst Eichler, Zofia Kaleta

Subcommittees
Revision of the statutes under the guidance of Ritva Liisa Pitkänen. Members: Maria-Giovanna Arcamone, John Atchison, Isolde Hausner, Willy van Langendonck (secretary), Bengt Pamp.

Subcommittee for the elections of the BoD in Santiago di Compostela in 1999 under the guidance of Isolde Hausner. Members: Vibeke Dalberg (secretary), Ritva Liisa Pitkänen, Dieter Kremer, Rudolf Šrámek.

Next ICOS congress:
The next congress will take place at Santiago de Compostela in the second week of September 1999.

Newsletter
The BoD started a newsletter in order to improve the communication between its members and to give information on activities in the field of onomastics.
Newsletter No 1, October 1997

Membership

ICOS has approximately 270 members. According to the now valid statutes (Art. 4b) applications for membership must have the recommendation from two onomasticians; the deletion of these rules will be proposed to the next general assembly in 1999.